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Program Announcement

To: Municipal Judges of courts with fewer than 2,000 cases per year
Municipal Judges who have been elected or appointed since 2001

From: Karla J. Baumgartner, Program Attorney

Date: March 2, 2004

RE: 2004-2005 Municipal Judge Institute

We are now accepting registrations for the 2004-2005 Municipal Judge Institute to be held at the Stevens Point Holiday Inn on May 13 & 14, 2004. It will follow the New Judge Orientation to be held on Wednesday, May 12.

As you can see from the enclosed tentative agenda, this promises to be an engaging and informative review seminar. In addition, by limiting the Institute to smaller court judges and relatively new judges, there will be the opportunity for active participation by all attendees as well as many chances to ask questions and share information with both the faculty and with others in courts of similar size. Please note that the Institute agenda varies little, if at all, from year-to-year as our main objective is to provide legal updates and a review of the legal basics addressed by municipal courts.

Although the Municipal Judge Institute is open only to municipal judges from courts with fewer than 2,000 cases annually and all new and relatively new judges, it still carries the four credits needed to fulfill the 2004-2005 education requirement. For lawyer municipal judges the seminar also carries 12 CLE credits and 1½ ethics credits.

If you plan to attend, **please return the enclosed registration form to our office no later than April 9.** When we receive your registration, you will be sent confirmation with a map and directions to the hotel. For hotel reservations, please call the Holiday Inn directly at 715-341-1340 or 1-800-922-7880 and be sure to specify that you are with the Office of Judicial Education. The hotel will hold our room block until **April 20th** and we cannot guarantee the State rate, or that rooms will be available at all, for reservations called in after that date.

If you do NOT receive confirmation within two weeks of your mailing or faxing the registration form, there may have been a miscommunication and you should call us to verify your registration.